



Ridgheaven Calisthenics

COMMUNICATIONS MANAGER

POSITION DESCRIPTION - VOLUNTARY ROLE

OBJECTIVE:

To ensure relevant and timely communication is provided to all club members, volunteers, families and the community.

TRAINING & SKILLS:

- No formal training
- Respectful and effective communication
- Strong understanding of websites/social platforms
- Trusted and respected club member

RESPONSIBILITIES:



Attend committee meetings and work with the general committee to build club audience.



Communicate effectively all relevant club information.



Build sense of belonging through effective communication tools.



Support and communicate the achievement of club goals and objectives.



Plan and execute what the club needs to communicate and when.

UPDATED: AUGUST 2023